



Our continued growth has created new opportunities in our Brockville and Prescott facilities. **We are locally owned and operated, offer a history of a stable work environment with regular working hours, flexible vacation schedules and opportunities for advancement.**

Human Resources / Accounting Administrator

Northern Cables Inc a growing electrical cable manufacturer in business since 1996 is recruiting for a Human Resources / Accounting Administrator.

Key Responsibilities

Payroll / Human Resources

- Biweekly payroll processing (union and salary) for 200+ employees
- Employee onboarding / benefits / personnel record maintenance
- Government reporting requirements and remittances

Accounts Receivable

- Process customer payments and credits
- Interact with customers for collections and account resolution

Accounts Payable

- Preparation of cheques, wire, ACH, EFT and bill payments
- Vendor maintenance
- Respond to and resolve vendor inquiries

Qualifications

- Minimum of 2 years of accounting / payroll / hr experience
- Proficient with Microsoft Office, especially Excel spreadsheets
- Ceridian Dayforce (1 year preferred)
- Infor Visual ERP
- Ability to work in small office team environment, assisting in non key responsibilities

Interested candidates are invited to submit resumes to:

Northern Cables Inc.
P.O. Box 1564 - 50 California Avenue
Brockville, Ontario - K6V 6E6
Fax (613) 345-3147
Email: humanresources@northerncables.com
Website: www.northerncables.com

No phone calls please

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Northern Cables will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.